



CITIZEN'S CHARTER NO. R11-B-01. ISSUANCE OF WILDLIFE PERMIT

This Permit is made upon request of DENR Personnel, official or external Party for the issuance of wildlife permit being filed in the DENR. The purpose of for the request is included in the permit.

Office or Division:		CENR Office			
Classification:		Simple to complex			
Type of Transaction:		G2C - Government to Citizen G2G - Government to Government			
Who may avail:		External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Official Letter Request (1 Original)		Requesting party			
2. Proof of Legal Acquisition		Requesting Party			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	DOCUMENTARY REQUIREMENTS	PERSONS RESPONSIBLE
CENRO					
1. Submit official letter request and proof of legal acquisition to receiving / Releasing Clerk	1. Receive, and check the completeness of submitted requirements, stamp date and time on documents and forward documents to CENR Officer	NONE	5 Minutes		Receiving/ Releasing Clerk
	1.1 Receive, review and refer the application to Chief RPS	NONE	10 Minutes		Deputy CENR Officer / CENR Officer
	1.2 Receive and review the application and assign inspection team to conduct the inspection	NONE	10 Minutes		Chief Regulatory and Permitting Section (RPS)



	1.3 Conduct Inspection on the species at the area and prepare report with attachments (geotagged photos) and endorsement to CENR Officer	NONE	5 Hours or more depending on the location of the site		Inspection Team
	1.4 Review the Inspection report and submit recommendation to CENRO	NONE	10 Minutes		Chief Regulatory and Permitting Section (RPS)
	1.5 Receive and review the application and inspection report. Approve recommendation. Sign the endorsement to PENR Office	NONE	10 Minutes		Deputy CENR Officer / CENR Officer
	1.6 Record and release the application, supporting documents and endorsement to PENR Office.	NONE	5 Minutes		Receiving / Releasing Clerk Records Unit / Section
PENRO					
	1.7 Receive document and forward to PENR Officer	NONE	5 Minutes		Receiving / Releasing Clerk PENRO Records Unit
	1.8 Receive, review and refer the application to Chief Protected Area and Wildlife Section (PAWS)	NONE	5 Minutes		PENR Officer
	1.9 Review and sign the local transport permit and order of payment	NONE	10 Minutes		Chief Protected Area and Wildlife Section (PENRO)



	1.10 Review and sign the local transport permit and order of payment	NONE	5 Minutes		PENR Officer
2. Pay Certification Fee	2. Accept payment and issue Official Receipt (OR)	100.00 / Certificate	10 Minutes		Credit Officer / Cashier
3. Receive Official Receipt	3. Record and Release Local Transport Permit	NONE	5 Minutes		Receiving / Releasing Clerk
4. Receive the Local Transport Permit					
	CENRO SUB-TOTAL	NONE		5 Hours and 50 Minutes	
	PENRO SUB-TOTAL	Php 100.00		40 Minutes	
	TOTAL	Php 100.00		6 Hours and 30 Minutes	

- Number processing days/time may increase depending on the availability of the signatories, un expected issues that may arise from the application.